The Missouri Division of Alcohol & Tobacco Control together with the Joint Committee of the States (JCS), an organization comprised of representatives from the National Alcohol Beverage Control Association (NABCA) and the National Conference of State Liquor Administrators (NCSLA) has developed and implemented a program that brings together beverage alcohol industry members and state officials to reform state shipment reporting requirements by adopting standardized electronic reporting.

At present, states have differing requirements for recording shipments of beer, wine and distilled spirits into their respective States. Many of these requirements are a vestige of an antiquated means of doing business and, in virtually every State, the data is transmitted by hard copy, which then requires State officials to manually compile this data to satisfy their respective needs. Economic efficiencies are achieved for both State officials and beverage alcohol industry members by reforming State shipment reporting requirements and adopting standardized or nationally recognized reporting methods, which include transmission of such data electronically.

There are three main objectives of this national initiative. (1) Streamlining the complexities of the existing State requirements; (2) standardizing the information components by creating a uniform State report procedure that eliminates, among other things, various existing requirements such as the submission of physical invoices, notarization, officers signatures, and information duplicative of other State submissions; and (3) expediting the transmission of this information by utilizing electronic means.

HOW TO GET STARTED:

The electronic report should be in the form of a text file The Division stands ready to offer assistance when & where requested to make this a successful project for us all. The following is a file layout or breakdown of the electronic report or file(s). As previously mentioned, the file should be in a text format.

File Description For Beer Invoice

Field	Size	Description
WHL/SUPPLIER NAME	40A	(whl/sol you are shipping to/or receiving from)
ADDR1	40A	(DBA)
ADDR2	40A	(Bldg#/Street)
ADDR3	70A	(City/State/Zip)
SHIPDTE	10A	(mm-dd-yyyy) **NOTE NEW FORMAT
*INVNUM	10A	(invoice number)
ORDNUM	8A	(order number)
QUANTITY	29A	(case quantity, btls/size)
DESCRIPT	30A	(product description)
*GROUPTYPE	30A	(compliance group such as malt)
*ALCOHOL	3	(percent of alcohol) (ie 5% would be 050)
FILLER1	**18A**	**(POSSIBLY OMIT SPACES IN THE FUTURE???)**

*BEERGALS   7   (Beer in gallons, include decimals places *WITHOUT* decimal point)(ie 150.75 gals would be 15075) NOTE: SOLICITORS SHOULD ITEMIZE EACH LINE/PRODUCT WITH TOTAL GALLONS. WHOLESALERS NEED ONLY TO PROVIDE TOTAL GALLONS PER INVOICE.

     FILLER2   **31A**   **(POSSIBLY OMIT SPACES IN THE FUTURE???)**
     LITERS   8A
     FILLER3   **12A**   **(POSSIBLY OMIT SPACES IN THE FUTURE???)**
     *TAXSTAT   1A   tax code (1=taxed; 2=untaxed; 3=credit; 4=military)
     *ZIPCODE   10A   (zip+4) **(the +4 is required for Missouri)(THIS IS THE ZIP OF THE WHL/SOL YOU ARE REPORTING)**

Note: * Denotes required fields for Missouri, other States may use these other fields to capture additional data. So, all field(s) must remain within the file for standardization purposes.

File Description For Liquor & Wine Invoice

 WHL/SUPPLIER NAME 40A (whl/sol you are shipping to/or receiving from)
 ADDR1   40A (address field)
 ADDR2   40A (address field)
 ADDR3   70A (address field
 SHIPDTE   10A (mm-dd-yyyy) **NOTE NEW FORMAT**
*INVNUM   10A (invoice number)
 ORDNUM   8A   (order number)
QUANTITY   29A (case quantity, btls/size)
 DESCRIPT   30A (product description)
*GROUPTYPE   30A (compliance group description such as table wine, dessert wine, vermouth cask & cream, brandy, sparkling wine, cider, fortified etc.)
*ALCOHOL   3 (percent of alcohol)(ie 5% would be 050)
 FILLER1   **18A** **(POSSIBLY OMIT SPACES IN THE FUTURE???)**
*GALLONS   7 (Liquor in gallons, include decimals places *WITHOUT* decimal point)(ie 150.75 gals would be 15075) NOTE: SOLICITORS SHOULD ITEMIZE EACH LINE/PRODUCT WITH TOTAL GALLONS. WHOLESALERS NEED ONLY TO PROVIDE TOTAL GALLONS PER INVOICE.
 FILLER2   **31A** **(POSSIBLY OMIT SPACES IN THE FUTURE???)**
 LITERS   8A
 FILLER3   **12A** **(POSSIBLY OMIT SPACES IN THE FUTURE???)**
 *TAXSTAT   1A   tax code (1=taxed; 2=untaxed; 3=credit; 4=military)
 *ZIPCODE   10A (zip+4) **(the +4 is required for Missouri))(THIS IS THE ZIP OF THE WHL/SOL YOU ARE REPORTING)**

Note: * Denotes required fields for Missouri, other States may use these other fields to capture additional data. So, all field(s) must remain within the file for standardization purposes.

The Division is ready to receive electronic submissions and take a positive step into the future of this national initiative. When sending data to the Division via email, please

send to charlene.mitchem@dps.mo.gov   Please include the effective month and effective year you are reporting in the subject line of the email as well as your license-wholesaler/solicitor number for each report respectively. Any questions concerning electronic gallonage reporting should be directed to DeWayne Sprenger at (573) 751-5453 dewayne.sprenger@dps.mo.gov or Charlene Mitchem at (573) 751-5452.